

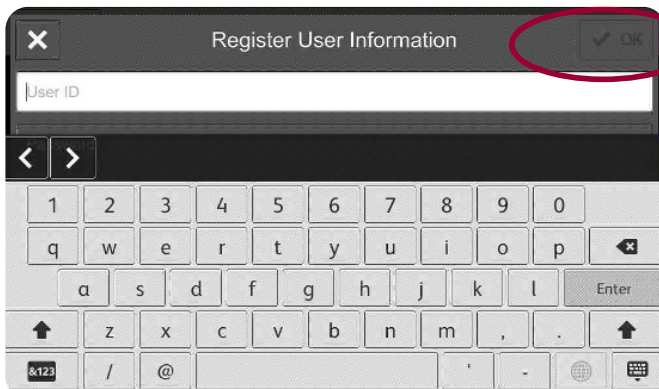


PrintSmart @ Western

How to Enrol Your Western ID Card

To use PrintSmart, all staff and students must register their Western staff card and student card when they use any printer for the first time. You only need to register once.

First Use: ID Card Registration



1

Tap your **Western ID Card**.

2

Enter your **Username** (i.e 90951206) and **Password** and select **OK**.

3

After successful a **Log In**, the home screen will be displayed.

Forgot your card? Manual Log in



1

Select **Keyboard** on the top right of the **Log In** Screen.

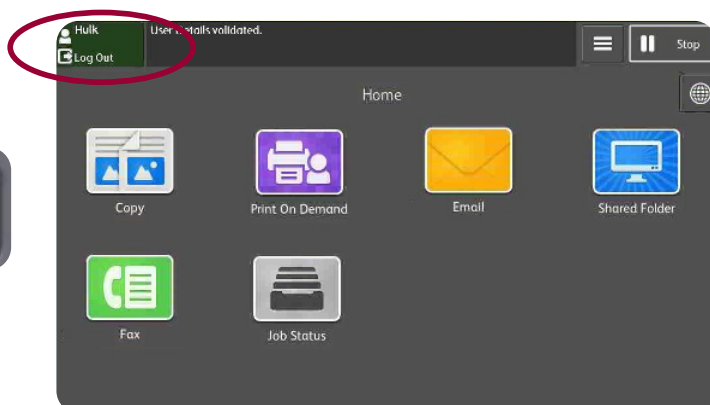
2

Enter your **Username** (i.e 90951206) and **Password** and select **OK**.

3

After successful a **Log In**, the home screen will be displayed.

Home Screen: Always Log Out



1

After successful a **Log In**, the home screen will be displayed.

2

Pressing the physical **Home** button will always return you to this Home screen.

3

Please ensure that you **always Log Out** by selecting the user symbol with your name in the top left.